

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**REQUEST FOR PROPERTY ACTION**

Date of Request: \_\_\_\_\_

<b>Initiating Organization</b>			Custodial Code		
Mailing Address			Admin Code		
City			CAN No.		
State		ZIP Code	Location of Property		
Contact Name		Telephone No.			

Action Requested (*Check one*)

☐ Transfer
 ☐ New Receipt
 ☐ Turn in
 ☐ Disposition Instructions (*Explain in Detail - Use reverse side of form.*)

<b>Receiving Organization</b>			Custodial Code		
Location			CAN No.		

Barcode/Decal Number	Serial Number	Description of Property (Noun Name, Mfg Name, Model Number, Stock Number)	QTY	Unit of Issue	Cond. (see below.)	Unit Cost	Total Cost

Special Processing Requirements:

Project Officer Assigned ☐ Yes ☐ No      PO Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*IRM Clearance ☐ Yes ☐ No      IRM Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*IRM Equipment certified free of commercial software/sensitive information

Signature of Property Custodial Officer/Initiator (PCO)	Date	Property Section Only
Signature of Receiving Official	Date	Property Custodial File Update/Final Property Action
Signature of Property Accountable Officer (PAO)	Date	Initials of Property Technical/Accountable Officer _____ Date _____

Property Voucher Control Number \_\_\_\_\_

**Condition Codes: (see FPMR 101-43.48 for definitions)**

1 = Unused - Good	4 = Used - Good	7 = Repairs Required - Good
2 = Unused - Fair	5 = Used - Fair	8 = Repairs Required - Fair
3 = Unused - Poor	6 = Used - Poor	9 = Repairs Required - Poor
X = Salvage	S = Scrap	

HHS-22 (REV. 4/98)

**Distribution**

Original - Property Accountable Officer  
 1 Copy - Retained by Requester  
 1 Copy - Retained by PCO  
 1 Copy Transfer Receiving Office

## INSTRUCTIONS FOR COMPLETING HHS-22

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1. Date of request.
  2. Identify your organization, location, room number, and telephone number.
  3. Custodial area / location code.
  4. Common accounting number and your administrative / custodial code.
  5. Specify what you want to have done.
  6. Provide DATA on the receipt.
  7. Serial number or local decal number. If neither leave blank. DO NOT COMBINE MACHINES AND FURNITURE.
  8. Complete nomenclature of the item(s) stock number, model number, etc. It is necessary to adequately describe the items to insure identification.
  9. Number of units.
  10. Unit of issue: each, set, pkg., etc.
  11. Condition code. See below.
  12. Acquisition cost or best estimate.
  13. Name and signature of Custodial Officer.
  14. Name and signature of individual receiving property.
  15. Signature of Accountable Officer or authorized representative.
  17. Certification by the Accountable Officer when action has been posted to appropriate account.
  18. Number assigned by the Accountable Officer.
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### Condition Codes

Disposal condition code	Brief Definition	Expanded definition
1	Unused--good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused--fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused--poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used--good	Used property that is usable without repairs and most of its useful life remains.
5	Used--fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	Used--poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or that major repairs will soon be required.
7	Repairs required--good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	Repairs required--fair	Required repairs are considerable and are estimated to range to 16 percent to 40 percent of original acquisition cost.
9	Repairs required--poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

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### Distribution:

- Original and 2 - To Accountable Officer  
1 Copy - To Receiving Office  
1 Copy - Hold
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